



NASA Procedural Requirements

NPR 3335.1G

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2010**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Internal Placement of NASA Employees

Responsible Office: Office of Human Capital Management

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PART II. Chapter 5. The Selection Process

5.1 Evaluation of Applicants

5.1.1 Applicants must be evaluated and ranked against job-related criteria (skills) or competencies to identify the best applicants from among the pool of eligible employees. The job-related skills or competencies will be identified using job analysis, and must be supported by the position description and the environment in which the duties of the position will be performed. The Center Human Resources Officer or designee must review and concur with the skills or competencies and the rating criteria. The job duties against which the applicants will be evaluated also must be included in the vacancy announcement.

5.1.2 Applicants for upward mobility positions are not required to meet the OPM qualification requirements for the position or to have experience in the career field of the position; neither are they required to have a college degree or extensive education. Therefore, the evaluation system will not rely solely on these traditional evidences of ability to do the job. No particular coursework or specific work experience is required. The evaluation process will provide for the crediting of nontraditional and off-the-job experiences that have provided the candidates with the KSAs or competencies necessary to perform the duties of the entry-level position.

5.2 The Rating and Ranking Process

5.2.1 All Upward Mobility Program applications will be evaluated by NASA STARS.

5.2.2 To screen out those applicants who are not eligible, applications will be reviewed by the personnel office before submission to the selecting official. Applicants who fail to provide the information requested on the announcement will not receive consideration for the position.

5.2.3 Applicants will be rated on a numerical scale. The rating process must measure all applicants against the same job-related criteria (i.e., skills) or competencies. Once applicants are assigned a numerical score, they will be ranked in numerical order. The Human Resources Officer (or designee) and selecting official will determine the point in this numerical order above which all applicants will be referred. This will normally be the point at which there is some meaningful distinction between the applicants above and below that point. Generally, at least the five best applicants will be referred to the selecting official for consideration. If there is no meaningful distinction among the applicants, the number of applicants referred may be expanded to a maximum of 10. When more than one candidate has the lowest score to be referred, all such candidates with that score will be referred.

5.3 Selection

5.3.1 Because of the nature of the Upward Mobility Program and the fact that the selected applicant may be exposed to several different supervisors over the course of the training, where practical, selection should be accomplished by the highest ranking official in the target career field in the organization in which the position is located. This official is ultimately responsible for the success of the training program and for ensuring that the selected applicant will fully meet the qualifications necessary for promotion to the target level.

5.3.2 An alphabetical listing of the best applicants for the upward mobility position will be referred to the selecting official, along with the résumé of each referred applicant. All referred applicants should be interviewed, and if one applicant is interviewed, all others must be interviewed. Any employee referred is eligible for selection. After the selection, every applicant will be notified of the selection. If no selection is made within 30 days of the date of the referral list, the list becomes void, and no selection may be made from it. If the selecting official provides acceptable reasons the Human Resources Officer or designee may approve up to two 30-day extensions to the certificate.

5.4 Release

The Center's Human Resources Officer or designee will arrange for the release of the selectee from his or her current position. Every effort will be made to arrange an expeditious release of the selected employee.

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